

Common Errors in Reporting

Highly Qualified Teacher Position Input Report

2008 - 2009

When preparing to input HQT Position Report information, review the “common errors in reporting” listed below:

Valid Certificate

Check ‘valid certificate’ if a teacher holds the Intern, Provisional or Standard teaching certificate.

Non-Core Academic Teachers

Many district and charter schools have requested the ability to input all certified teachers into the HQT database. A district or charter school may input all certified teachers into the database including counselors, librarians, PE teachers, etc. However, if you elect to enter all certified teachers into the data place, complete the ‘Position’ box using the following procedure:

- Step 1 Add New Position
- Step 2 Enter Grades taught
- Step 3 Enter Non-core academic teacher
- Step 4 Enter Periods Taught

English as Second Language/EDL/SEI

If a teacher is assigned to teach the four-hour ELD/SEI model, complete the Position Box using the following procedure:

- Step 1: Add New Position
- Step 2: Enter Grades taught
- Step 3: Check Teacher of Record
- Step 4: Enter Position- English as Second Language
- Step 5: Enter Content Area
 - K-6 Elementary Content
 - Language Arts/Reading
 - English
- Step 6 Enter criteria for HQT into the Highly Qualified Teachers Position Input program

*** Contact the Highly Qualified Unit if your district has been approved to implement an alternative ELD Model by the Legislative Task Force. We will work with your district on a case-by-case basis to determine the highly qualified status of these teachers.**

Veteran HOUSSE

If the teacher is highly qualified using the HOUSSE rubric or the Veteran HOUSSE rubric, enter HOUSSE when completing Highly Qualified criteria.

Testing

▫ **ATPA**

The ATPA is not considered a content exam. Do not check AEPA when completing Highly Qualified criteria.

▫ **Social Studies AEPA**

The Social Studies AEPA **cannot** be used to determine highly qualified status for teachers assigned to teach grades 9-12 economics, history, political science or geography.

General Science

Twenty-four (24) hours in general science **cannot** be used to determine highly qualified status for teachers assigned to teach grades 9-12 biology, chemistry, physics or physical science.

Special Education

The greatest error rate occurs in determining highly qualified status for special education teachers. Before inputting highly qualified data for special education teachers into the system, review the special education teacher attestations for clarification with both the principal and special education director, if applicable.

Do not confuse “resource teacher” with “teacher of record”. A teacher of record directly instructs, evaluates, and assigns grades to students in core academic subjects. SPED teachers do not have to demonstrate subject-matter competency in core academic subjects if they do not directly instruct students in those subjects, or if their role is limited to providing highly qualified teachers with consultation on the adaptation of curricula, or the use of behavioral supports and interventions, or the selection of appropriate accommodations, or assisting students with study or organizational skills, or reinforcing instruction the child has already received from a teacher who is highly qualified in that core academic subject.